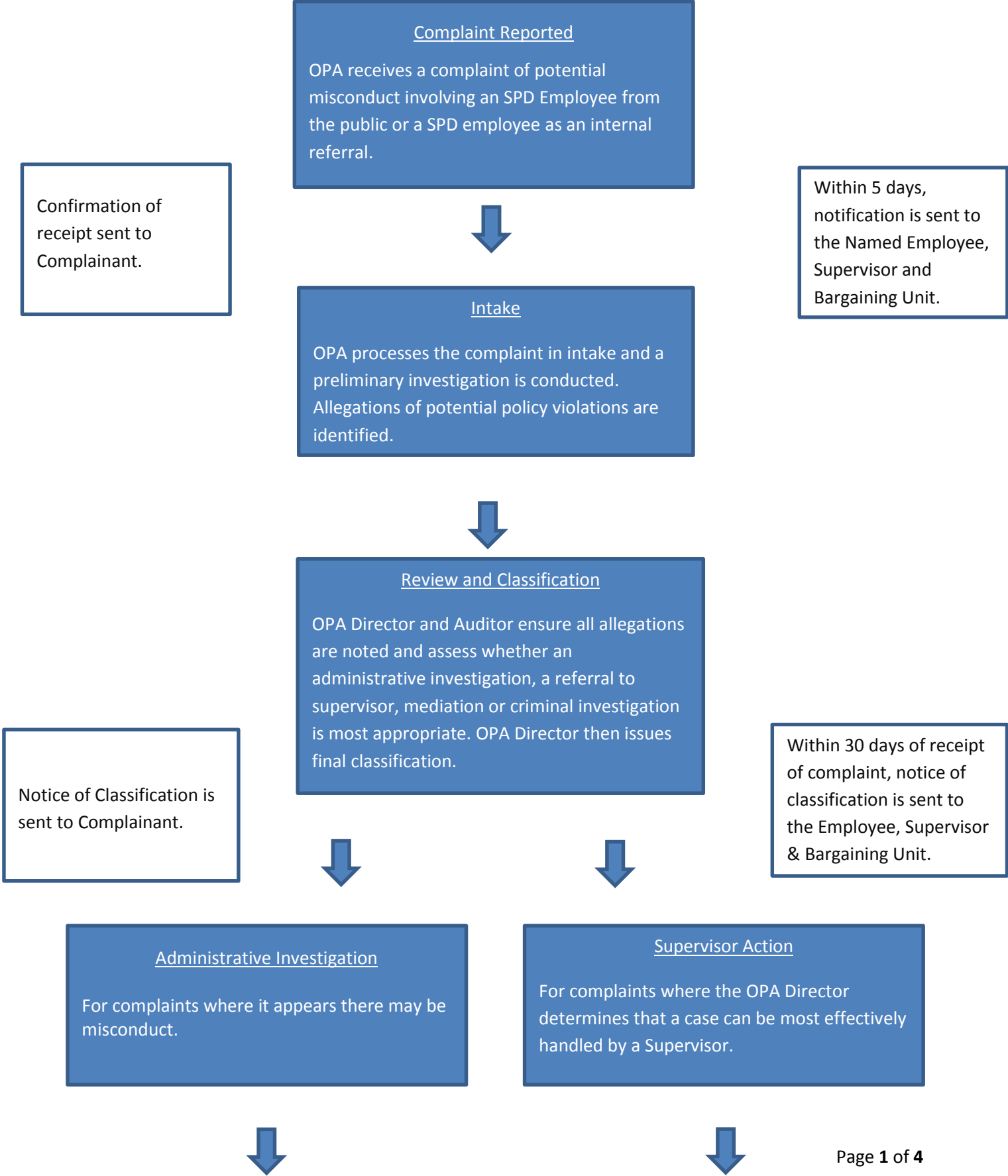


Office of Police Accountability Complaint Review and Investigation



Office of Police Accountability Complaint Review and Investigation

Investigation is Complete

OPA Director and Auditor certify the investigation as complete.

OPA Director makes a recommended finding on each allegation and issues a Director's Certification Memorandum (DCM).



Complainant is notified when investigation has been certified and recommended findings have been made.



OPA sends the DCM with recommended findings to the Chain of Command (COC) and the Chief of Police. The COC has ten days to submit comments to the OPA Director for consideration.

If Sustained Findings



Discipline Meeting

A Discipline Meeting is held with OPA, the Employee's Chain of Command and SPD's Legal Advisor. During the meeting, the OPA investigation is summarized by OPA and the OPA Director's recommended findings and discipline are discussed. The employee's Chain of Command provides concurring and/or dissenting finding recommendations, along with suggested discipline, to the Chief.



OPA sends a Memorandum to the Supervisor, which includes specific actions that must be taken to address the issue with the employee.



Within 30 days, the Supervisor takes recommended action and sends a report to the OPA.



Complainant is notified of outcome and resolution.



If No Sustained Findings

Case Closure

OPA closes the case and issues a Case Completion Memorandum, which lists the original allegations, recommended findings, the final findings made by the Chief and any discipline imposed.

OPA creates a Case Summary Report which includes the original allegations, summary of the complaint and investigation and final findings made by the Chief. This Case Summary Report is posted on OPA's website.

Office of Police Accountability Complaint Review and Investigation

Loudermill Hearing (Optional)

If the discipline includes suspension, demotion, or termination, the Employee has the right to meet with the Chief of Police to provide additional information to be considered.

The Employee typically brings a union representative, an attorney or another SPD Employee. Additional attendees are generally: Chief of Police, Assistant Chief, the Employee's Chain of Command, the OPA Director and the Chief's Legal Advisor.



Final Decision

Chief of Police makes the final decision on findings and determines the discipline to be imposed for any Sustained Allegation. A Final Discipline Action Report is issued.



Case Closure

OPA Director closes the case and issues a Case Completion Memorandum, which lists the original allegations, recommended findings, the final findings made by the Chief and discipline if imposed.

OPA creates a Case Summary Report which includes the original allegations, summary of the complaint and investigation, final findings made by the Chief and discipline if imposed. This Case Summary Report is posted on OPA's website.



Office of Police Accountability Complaint Review and Investigation

Complainant and employee are notified of the case closure, findings, and appeal processes available.

Appeal

The Complainant may appeal to the OPA Director.

The Employee may appeal any disciplinary decision involving suspension, demotion or termination to the Public Safety Civil Service Commission (PSCSC) or the Disciplinary Review Board.

Grievance

The Employee's Bargaining Unit may assert a claim of unfair practice or violation of the Labor Agreement as a result of the discipline and may challenge disciplinary decisions that are not suspensions, demotions, terminations or disciplinary transfers.



If the Employee appeals or if a grievance is filed, the Complainant is notified of the appeal or filing, and subsequently of the outcome of the appeal or grievance.